

# **Youth Educational Services**

## **Pilot Program Packet**

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# Introduction

*“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it’s the only thing that ever has.”*

*~Margaret Mead*

## **So, you are interested in starting a program at Youth Educational Services...**

We would like to congratulate you on your vision and initiative, and welcome you to this diverse community service organization. Funded by your student fees and the Humboldt State University administration, Youth Educational Services has a rich history of supporting students as they seek to meet the needs of the local community.

If all goes well, you may be able to join the programs at Y.E.S. and help expand the volunteer and service opportunities for the students of Humboldt State University.

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We have created a process by which a few interested students can develop their ideas into a full fledged student run program.

This packet was designed to help you:

- Clarify your goals
- Determine if Y.E.S. is indeed the right organization for your vision
- Learn about Y.E.S. & the benefits you would gain by having your program housed here
- Understand the responsibilities which come along with the benefits of being a Y.E.S. program
- **Walk step by step through the process from becoming a PILOT PROGRAM until you reach FULL PROGRAM STATUS**

In this packet, you will find guidelines which describe the process from beginning to end. By leafing through it, you will discover what is involved in becoming a full program. However, don’t be discouraged if it seems like a lot! There are helpful people on staff here who will help you through it. Your first ally will be your Program Consultant who will be assigned to you as soon as you have your first conversation with one of our staff or governing body members.

Thank you for your interest in community service and feel free to ask us any questions you may have!

**Y.E.S. Governing Body, Directors and Staff**

# Y.E.S. & Its Governing Body

## **Description and History:**

Youth Educational Services began in 1968 as a response to students' desire for active roles in initiating social change. Up until that time social service agencies were utilizing students in ways that precluded students from taking leadership roles such as decision making, program development, evaluation and supervising. The name Youth Educational Services (Y.E.S.) emerged from HSU students who wanted to create a place on campus where the premise could be "YES We Can". Students used that positive energy and developed Y.E.S. Presently, Y.E.S. students perform the above-mentioned tasks and, in addition, are able and encouraged to: fundraise, manage program budgets, write grants, plan large-scale community events, and manage volunteers. In our isolated rural setting, agencies often lack the funds, staffing, and flexibility to "go out on a limb" to attempt a program that may fail; Y.E.S. students are able to take this risk. In the many years after its origin, successful community service programs and student accomplishments have proven that students can and do make a positive difference in our community. Y.E.S.' programs focus on community needs and are based in the community.

Y.E.S.' infancy had two volunteer programs from which to choose. Many programs are unique and innovative, and continue under the operation of students at Y.E.S. Some current programs have been in operation since the beginning while other programs have a short stay of only one to two years. Over the years Y.E.S. has had many community service programs that either "graduated" from Y.E.S. or disbanded due to the changing needs of the community or transitional leadership problems. Student initiated pilot programs frequently act as catalysts for stable, far-reaching and professionally staffed efforts. Some "graduated" or spin-off programs include: The Humboldt Open Door Clinic; An educational curriculum adopted by Planned Parenthood; Campus Center for Appropriate Technology (C.C.A.T.); Campus Recycling Program (C.R.P.); HSU Legal Center; 4-H Trail (outdoor experiences for physically challenged youth); and the HSU Escort Service. Currently, Y.E.S. has over 14 programs (described in our brochure) that focus on social issues and community challenges.

**Governing Body:** Y.E.S. was created and initiated by student volunteers with a core group of students organizing the administrative tasks and performing the organizational responsibilities. As the organization grew, the students decided to hire professional staff to free up the workload and to offer continuity and accountability to the newly formed organization. At that time the Executive Director position was established. Y.E.S. created the Board of Directors as another branch of administration, in an effort to maintain student input and help enact the vision of students.

The Board of Directors has metamorphosed throughout the years in response to students' revision and structuring. The current vehicle for students to lead and guide the organization is the Governing Body of Y.E.S. The Governing Body acts as a learning tool for students experience being on an organizational steering committee thereby giving its participants tangible skills and real-life

leadership experience. However, the Governing Body does not have all the legal responsibilities of a Board of Directors due to Y.E.S.' organizational structure. Students are confirmed by their peers to serve on the Governing Body and their duties include: assessing Y.E.S. pilot programs to assure they fit into the mission of Y.E.S.; discussing risk management and fiscal information of Y.E.S.; and advising staff on the establishment of procedures, long-range plans, and staffing & organizational structures.

**Y.E.S. Mission Statement:** The mission of YES is to support student-initiated, student-led volunteer programs that meet local community needs. By creating a collaborative, inclusive and safe environment, students are encouraged to become active creators of their own learning through: exploring new ideas; developing values and leadership; connecting deeply with peers and those they serve; and building meaning and understanding through reflection.

**Goals:**

1. Coordinate program site options and volunteer placement opportunities that reinforce experiential learning.
2. Facilitate opportunities for students to connect learning and service.
3. Encourage advocacy, positive social change and empowerment among our student leaders and those they serve.

# **From Original Idea to Full Status Program** **(An Overview)**

## **Phase One: Becoming a Pilot Program**

- Receive Pilot Program Information Packet
- Meet with assigned Program Consultant
- Proceed with program development:
  - Write Pilot Program Mission, Goals, and Objectives
  - Give presentation to the Governing Body
  - Receive Pilot Program Status

## **Phase Two: Strengthening Your Program**

- Continue with program development as a Pilot Program
- Meet each term with the Governing Body to assess your progress and receive feedback until Full Program Status.
- Review recommendations every semester from Governing Body and update Mission, Goals, and/or Objectives
- Note: Pilot Programs will receive \$50 a semester from AS funds beginning in fall semester. (In other words if Pilot Programs begin spring semester, they will not receive any financial support until the next (fall semester).
- If/when you are ready, go for Full Program Review
  - If you don't receive Full Program Status, you will have Probationary Status for one term until you receive Full Program Status or decide to dissolve the program.

## **Phase Three: Probationary Status & Full Program Status Review**

- A program may only have Pilot Program Status for up to three terms, and Probationary status for one term. However, these limits are subject to the discretion of the Governing Body.
- At the beginning of a Pilot Program's third semester, the program is automatically moved to Probationary Status and must go through the Full Program Review.
- Any time before your fourth semester as a Pilot Program you may go for Full Program Review at any time you feel ready.
  - If you don't receive Full Program Status, you will have Probationary Status for one term until you receive Full Program Status or decide to dissolve the program.
- Your program must meet the recommendations of the Governing Body and achieve Full Program Status, or be dissolved as a Y.E.S. program.

# Phase One: Becoming a Pilot Program

The first step in becoming a full Y.E.S. program is to become a Pilot Program. As a Pilot Program, you are given many of the benefits of a full program. You are also encouraged to further develop the strength of your program, and you are given extra staff support to do this. The following steps will help you refine your program idea and prepare you to go in front of the Y.E.S. Governing Body (mostly comprised of student peers) for approval. Approval results in your status as a Pilot Program.

1. Read the Pilot Program Packet with your assigned program consultant.
2. With the help of your program consultant prepare the mission, goals, and objectives of your program idea. (See Mission, Goals and Objectives for Pilot Program Status)
3. Read and sign the "Statement of Understanding" and the "Statement of Comprehension" and turn these in to a Y.E.S. staff member (Program Consultant or Y.E.S. Coordinator).
4. Make an appointment to present your program idea to the Governing Body of Y.E.S.
5. Prepare for your governing body presentation by reading the section titled "How to Present a Program idea to the Governing Body" and by meeting in advance with your program consultant. Your consultant will accompany you to the meeting of the Governing Body.
6. Present your program idea to the Governing Body for approval. Pending approval, you will then become a PILOT PROGRAM.

## **Mission, Goals, and Objectives For Pilot Program Status**

Please include the following information.

1. Pilot Program Name
2. Current Date (include semester) and Date of Initial Pilot Start-up
3. Current Co-Directors
4. Program Mission as described below
5. Program Goals and Objectives as described below

### **Program Mission:**

1. Summarize the mission of your program (why does your program exist?).
2. How does the mission of your program match the mission of Y.E.S.? Does it strive to serve a population that has been historically under-represented or oppressed?
3. What resources, knowledge and expertise do you have in terms of serving the needs of this population?
4. How will you provide a strong evaluation component of your program to help you revise and restructure the program's mission, services, and experiences for volunteers, clients, and community members?

### **Program Goals and Objectives:**

1. What are your goals for this semester or year in terms of program services?
2. What are the overall, long-term goals of your program?
3. How will your program meet the needs of your clients?
4. How did you identify the need for the program? Is the community supportive of your program and have you solicited feedback?
5. How will your program address racism, sexism, heterosexism, classism, adultism and other pertinent issues, especially as they relate to your program and clients?
6. What training and support steps will you provide for your volunteers?
7. What community ties do you hope to make?
8. What advisors do you hope to attain for your program?
9. Identify potential hazards and risks associated with your program and attach safety guidelines that address these issues.
10. Attach a Program Syllabus to your application. (Ask Your PC for a template.)

### **How to Present a Program Idea to the Governing Body**

Having read the Description of Y.E.S. and its Governing Body (GB), you can see that Y.E.S. is a student-initiated, student directed organization with an excellent history and strong reputation in the community. The GB reviews programs and makes policies for Y.E.S. in an open and supportive manner; while working to keep the overall best interest of Y.E.S. and the community in mind. You will need to present your program idea to the GB in order to become a Pilot Program. In addition, you will need to follow up during each term with a progress report to the GB until your program receives Full Program Status.



**Before Your Pilot Program Presentation:**

- Provide GB with copies of your written mission, goals & objectives as well as your program syllabus.
- Provide your Program Consultant with copies of your Statement of Understanding and Statement of Comprehension

**For Your Pilot Program Presentation:**

Be prepared to talk about the following:

- The written mission of your program and how it fits within the mission of Y.E.S. (bring enough copies for all of the GB members).
- Who your target population will be.
- The community need you wish to address.
- What resources, expertise, and knowledge you will draw on to be able to address these needs.
- How your program will effect change within the community and obtain its goals.
- The long term affects of your program.
- The steps you will take to insure that your program will have sustainable leadership.
- How you hope to gain the interest of the students at HSU to volunteer with your program.
- The impacts (positive or negative) your program may have on its volunteers.
- Any financial, legal, safety or political considerations associated with your program.

Come prepared with whatever material you need to help articulate your vision and to give an effective presentation!

# Phase Two: Strengthening Your Program

## Overview:

- You have up to four semesters to continue with program development as a Pilot Program
- Meet each term with the Governing Body to assess your progress and receive feedback until Full Program Status.
- Review recommendations every semester from Governing Body and update Mission, Goals, and/or Objectives
- Note: Pilot Programs will receive a small annual budget from AS funds beginning in Fall semester. (In other words if Pilot Programs begin Spring semester, they will not receive any financial support until the next Fall semester.
- If/when you are ready, go for Full Program Review
  - If you don't receive Full Program Status, you will have Probationary Status for one term until you receive Full Program Status or decide to dissolve the program.

## For Your Progress Presentations:

While your program has Pilot Program Status, you will need to give a presentation on your program status every semester. This serves as a chance for you to report your progress to the GB and for them to give you constructive recommendations.

Be prepared to discuss the following:

- Your written and updated Mission, Goals, and Objectives (bring enough copies for all GB members).
- The progress you have made so far in the areas outlined in your Pilot Program presentation.
- Is your program meeting the needs of your clients and how? If you are not meeting client needs how will you rectify this situation?
- What services from the previous semester or year do you plan to continue or discontinue, and are there any new services you would like to implement?
- If the previous semester's services failed, please analyze why this happened. Quantify client services and participants; if significantly low, please explain.
- What suggestions (if any) do your volunteers and/or clients have for direction and structure of the program?
- How you have responded to the recommendations made previously by the GB.

# Phase Three: Probationary Status & Full Program Status Review

## Overview

- A program may only have Pilot Program Status for up to three terms, and Probationary status for one term. However, these limits are subject to the discretion of the Governing Body.
- At the beginning of a Pilot Program's third semester, the program is automatically moved to Probationary Status and must go through the Full Program Review.
- Any time before your fourth semester as a Pilot Program you may go for Full Program Review at any time you feel ready.
  - If you don't receive Full Program Status, you will have Probationary Status for one term until you receive Full Program Status or decide to dissolve the program.
- Your program must meet the recommendations of the Governing Body and achieve Full Program Status, or be dissolved as a Y.E.S. program.

## For Your Full Program Presentation:

This presentation serves as the application process to become a full Y.E.S. program. If accepted, it will be the last presentation to the GB that you will be required to make.

Be prepared to show proof of the following:

- Mission, Goals, and Objectives that accurately reflect your program and fit properly within the mission of Y.E.S.
- Services matching your Mission Goals and Objectives with client evaluations.
- A stable client base and a process to ensure sustainable leadership.
- A strong volunteer core (minimum of ten volunteers) with completed volunteer evaluations.
- Written program policy guidelines, including, safety guidelines.
- Adequate fundraising and competent fund management.
- The success of directors in meeting all YES expectations as laid out in the training syllabus (i.e. paperwork, consultation meetings, and attending Monday Night Class)

Be prepared to discuss the following:

1. How have you responded to the recommendations made previously by the GB?
2. After three terms as a Pilot Program do you feel the program can reach its goals in one semester (attach outline and timeline for doing this) or do you think the program should disband?

## **Mission, Goals, and Objectives For Full Program Status**

Please include the following information.

1. Pilot Program Name
2. Current Date (include semester) and Date of Initial Pilot Start-up
3. Current Co-Directors
4. Program Mission as described below
5. Program Goals and Objectives as described below

\*Note: Please use the previous Mission, Goals, and Objectives for reference.

### **Program Mission:**

1. Summarize the permanent mission of your program (why does your program exist?).
2. How does the mission of your program match the mission of Y.E.S.? Does it strive to serve a population that has been historically under-represented or oppressed?
3. How will you provide a strong evaluation component of your program to help you revise and restructure the program's mission, services, and experiences for volunteers, clients, and community members?

### **Program Goals and Objectives:**

1. What are your goals for this semester or year in terms of program services?
2. What are the current overall, long-term goals of your program?
3. How does your program meet the needs of your clients?
4. What services from the previous semester or year do you plan to continue or discontinue, and are there any new services you would like to implement?
5. Is your program meeting the needs of your clients and how?
6. How has your program addressed racism, sexism, heterosexism, classism, adultism and other pertinent issues, especially as they relate to your program and clients?
7. What training and support steps have you provided for your volunteers?
8. What suggestions (if any) do your volunteers &/or clients have for direction & structure of the program?
9. What community ties do you have and how will you utilize them?
10. Who are your current advisors outside of YES and how will you utilize them?
11. Attach a copy of your Program Syllabus.
12. Attach Safety guidelines for your program and include any written policies.

## Statement of Understanding

The Statement of Understanding specifies YES director responsibilities and benefits. Please obtain a copy from your Program Consultant. Sign and return with this page before your first Pilot Review Presentation.

## Statement of Comprehension

I, the undersigned, have read the Pilot Program Packet in full with my Program Consultant and understand the conditions and statements herein.

\_\_\_\_\_  
Signature of Program Director/Co-director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director/Co-director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Consultant

\_\_\_\_\_  
Date